

City of Lowell
Job Posting
Please Post – October 16, 2014
Deadline – November 6, 2014
Department of Planning and Development
Development Services
Local Inspector and Plans Reviewer

Job Title: Local Inspector and Plans Reviewer (1500-LIPR, 2079)
Department: DPD-Development Services
Reports To: Building Commissioner or other designated personnel
Salary: \$27.0768 (min) to \$30.7308 (max) per hour ~ 35 Hour Work Week, 40 Hour Work Week for Certified Inspector
Union: MVEA Inspectors

SUMMARY

Examines all permit applications and related documents and information, including plans, to construct, reconstruct, alter, repair, remove or demolish a building or structure; or to change the use or occupancy of a building or structure; or to install or alter any equipment for which provision is made or the installation of which is regulated by 780 CMR (State Building Code) and The Zoning Ordinances of The City of Lowell. Inspects buildings under the provisions of General Laws. Enforces the provisions of the building code and local zoning laws. Examines or approves plans for new buildings; the repair, alteration, and safety conditions of existing buildings. Inspects egress facilities of buildings.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Under the direction of the Building Commissioner:

- Examines all permit applications, including plans, to construct, reconstruct, alter, repair, remove or demolish a building or structure; or to change the use or occupancy of a building or structure; or to install or alter any equipment for which provision is made or the installation of which is regulated by 780 CMR (State Building Code) and The Zoning Ordinances of The City of Lowell.
- If the application or the construction documents do not conform to the requirements of 780 CMR and all pertinent laws jurisdiction, rejects such application in writing, stating the reasons therefor.
- Issue permits for proposed work that conforms to the requirements of 780 CMR and all laws and ordinances applicable thereto.
- Before issuing a permit, , if deemed necessary, examine or cause to be examined all buildings, structures and sites for which an application has been filed for a permit to construct, enlarge, alter, repair, remove, demolish or change the use or occupancy thereof.
- Ensure plans, drawings, and construction documents are routed to appropriate departments for review and comment or sign-off prior to permit issuance in accordance with policies. Follow-up with plans sent out for comment to ensure they are returned with required comments/approvals in a timely fashion.
- Meets with various owners, architects, lawyers and contractors to discuss and explain the various requirements of the State Building Code, local zoning ordinance and Mass. General

Laws regarding their building(s);

- Makes inspections of building construction in order to ascertain conformance with plans approved, signs off on inspections at appropriate intervals during construction.
- Inspects existing buildings, submits reports on conditions discovered and recommends necessary corrections required for the safety of the occupants of the building; or the public. Issues violations, orders to remedy, and/or fines for violations of state and local codes pertaining to zoning, buildings and building safety.
- Represents the City in the appropriate courts to defend decisions and prosecute violations issued in accordance with applicable state and local laws.
- Enforces the provisions of Chapter 143 of Massachusetts general laws (MGL) and regulations thereunder, insofar as they apply to the City of Lowell.
- Directs the issuance of building certificates of occupancy, certificates of inspection and other proof of compliance in accordance with policy, local and state laws upon application;
- Communicates with customers, builders, architects, and property owners to explain the requirements of the local building codes, local zoning ordinance and MGL regarding buildings and answer questions;
- Provides for the removal of illegal and unsafe conditions and secures the necessary safeguards for construction;
- Prepares periodic reports of buildings and structures erected or altered, of permits issued, of fees collected and estimated costs of work covered by such permits, for presentation of the local governing body.
- Communicates with other Development Services staff of potential violations under other codes, safety hazards, and other situations where another inspector's involvement may be appropriate.
- Attends meetings, trainings, conferences, etc as required.
- Performs administrative duties as required.
- Responds to emergency-calls for service, or performs inspections after normal business hours when required or deemed necessary by the Building Commissioner.
- Perform proactive inspections throughout the City or in areas as directed, identify violations if any, and follow-up on violations to achieve remedy.
- The Building Commissioner shall be responsible for scheduling the proportions of individual employees' time spent on inspections in the field and on plans review in the office based on workload and the needs of the City, but shall seek to assign approximately equal times as primary plans reviewer to each Local Inspector/Plans Reviewer.
- May serve as temporary Acting Building Commissioner when the Commissioner has an extended absence such as vacation or sick-leave. Must be a certified Building Commissioner with the Commonwealth of Massachusetts in order to serve in this role.

SUPERVISORY RESPONSIBILITIES: May be assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

In accordance with the provisions of M.G.L. c. 143, § 3, the Local Building Inspector and Plans Reviewer shall have had at least five years of experience in the supervision of building

construction or design or in the alternative a two year associates degree in a field related to building construction or design, or any combination of education and experience which would confer equivalent knowledge and ability, as determined by the BBRS. In addition, such persons shall have had general knowledge of the accepted requirements for building construction, fire prevention, light, ventilation and safe egress; as well as a general knowledge of other equipment and materials essential for safety, comfort and convenience of the occupants of a building or structure. The Local Building Inspector and Plans Reviewer shall be certified by the BBRS in accordance with the provisions of 780 CMR R7, the Rules and Regulations for the Certification of Inspectors of Buildings, Building Commissioners and Local Inspectors.

LANGUAGE SKILLS

Ability to effectively and professionally communicate with the general public and to administer the building and zoning codes in a firm but professional manner.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Massachusetts Motor Vehicles Operator License. Must be eligible to serve as a Local Inspector under the regulations of the Commonwealth of Massachusetts Board of Building Regulations and Standards. Certification as a Local Inspector must be obtained within six months of appointment. Individual must maintain certification as required by statute.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; risk of radiation; and vibration. The noise level in the work environment is usually moderate. Numerous safety hazards may be encountered in on-site inspections, including working around disturbed soil due to newly dug excavations for buildings and structures. Incumbent must also work around and use temporary supported structures such as stairways; working around heavy machinery and inspecting fire damaged buildings. Some night work and attendance at evening meetings may also be required.

The City of Lowell is a drug and smoke free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals send application and/or resume to the Human Relations Office, Room 19 City Hall, Lowell, MA 01852 by 4:00 pm on: Deadline ~ November 6, 2014. Applicants may also send applications and/or resume to cityjobs@lowellma.gov

EOE/AA/504 Employer